

## **PARTS COORDINATOR**

**General Statement of Duties:** Performs responsible skilled office and accounting procedures in controlling parts and supplies for the City Garage.

**Distinguishing Features of the Class:** Under supervision performs skilled work and routine tasks involved in ordering parts and other materials involved in operating the Equipment Maintenance Garage. Incumbent is responsible for maintaining a sufficient inventory supply for smooth operation.

**Examples of Work:** (Illustrative Only)

- Obtains bids on parts, supplies, tools, with an eye towards cost effectiveness and smooth work flow; inspects parts and supplies for good quality and condition;
- Records meter readings on fuel tanks, oil tanks, and obtains these readings from other department heads throughout the City operations to maintain a sufficient operating supply on hand;
- Coordinates with Shop Superintendent and Lead Mechanics to assure that supplies are adequate as work and maintenance needs develop;
- Reviews inventory to insure supplies are recorded in the computer system and are reordered as needed. Makes periodic and special inventories and insures an accurate inventory is submitted at end of operating year;
- Makes light repair to shop tools and equipment, and some parts reconditioning as needed;
- Reviews work or due cards used in repair of equipment, checking to see that parts are recorded correctly and that inventory is updated;
- Meets with parts vendors to obtain quality parts pricing and needs;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Good knowledge of stockroom inventory practices; accuracy in keeping records of items received and issued; accuracy in maintaining perpetual inventory; skill in the use of calculators and personal computer; ability to get along with co-workers; ability to organize; good communication skills. Ability to lift and maneuver boxes of parts weighing up to 70 lbs; ability to kneel and stoop while storing and arranging inventory.

**Acceptable Experience & Training:** A combination of experience and training equivalent to 5 years responsible fulltime experience directly related to ordering and maintaining a large inventory of auto parts using a computerized inventory system.